



Building Permit Application Form

433 Hay Street, Fayetteville, North Carolina 28301
910-433-1707/433-1714/433-1168 Fax: 910-433-1588

Notes:

1. Depending on the type of improvement or development proposed, separate permits may be required for electrical, mechanical, insulation, low-voltage electrical, or plumbing work.
2. Only licensed general contractors may submit a building permit application for construction of structures valued at \$30,000 or more.
3. All required performance guarantees must be approved by the City prior to issuance of a building permit.
4. Building permits shall not be issued unless the proposed development complies with all requirements in the City Code and the UDO.

1. General Project Information

Project Address	
Tax Parcel Identification Number:	
Project Name:	

2. Contractor Information

Trade Name of Contractor:			
NC State Contractor's License No, Classification, & limitation			
Mailing Address:		Fax No.:	
Phone No.:		Email:	

3. Design Professional Information

Name:			
NC Registration No.		<input type="checkbox"/> Engineer	<input type="checkbox"/> Architect
Mailing Address:		Fax No.:	
Phone No.:		Email:	

4. Description of Proposed Work

Improvement Type (check all that apply)		Type of Construction	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Deck	<input type="checkbox"/> Type IA	<input type="checkbox"/> Type IIIB
<input type="checkbox"/> Addition	<input type="checkbox"/> Porch	<input type="checkbox"/> Type IB	<input type="checkbox"/> Type IV
<input type="checkbox"/> Alteration	<input type="checkbox"/> Patio	<input type="checkbox"/> Type IIA	<input type="checkbox"/> Type VA
<input type="checkbox"/> Repairs/Replacement	<input type="checkbox"/> Fence	<input type="checkbox"/> Type IIB	<input type="checkbox"/> Type VB
<input type="checkbox"/> Reroof	<input type="checkbox"/> Pool	<input type="checkbox"/> Type IIIA	
<input type="checkbox"/> Renovations	<input type="checkbox"/> Major <input type="checkbox"/> Minor		<input type="checkbox"/> Signage
<input type="checkbox"/> Upfit	<input type="checkbox"/> Major <input type="checkbox"/> Minor	<input type="checkbox"/> Change of Occupancy	
<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Other (specify) _____		

5. Occupancy Type (check all that apply)

<input type="checkbox"/> Assembly – A – 1, 2, 3, 4, 5	<input type="checkbox"/> Hazardous – H – 1, 2, 3, 4, 5	<input type="checkbox"/> Apartment – R – 2	<input type="checkbox"/> Hotel/Motel – R – 1
<input type="checkbox"/> Business - B	<input type="checkbox"/> Institutional – I – 1, 2, 3, 4	<input type="checkbox"/> Condominium – R – 2	<input type="checkbox"/> Single Family – R – 3
<input type="checkbox"/> Educational - E	<input type="checkbox"/> Mercantile - M	<input type="checkbox"/> Dormitory – R – 2	<input type="checkbox"/> Townhouse – R – 3
<input type="checkbox"/> Factory – F – 1, 2	<input type="checkbox"/> Storage – S – 1, 2	<input type="checkbox"/> Duplex – R – 3	<input type="checkbox"/> Day Care – R – 3, 4
<input type="checkbox"/> Utility – U	<input type="checkbox"/> Educational/Day Care - E	<input type="checkbox"/> Other - R	<input type="checkbox"/> Cell Tower

6. Residential Project Information

A) General Project Description

Please provide a detailed description of your project (attach additional sheets if necessary).

B) Value and Size

Stated Value:		Value is the market value of the completed construction exclusive of land value, but inclusive of all normal development components, including foundations, structural, mechanical, electrical, plumbing, and related improvements.	
Calculated Value:		Current Assessed Value of Existing Structure (from Cumberland County Tax Collector)	
Land Area (sq. ft.):		Total Floor Area, entire structure (sq. ft.):	
Height (ft./stories):		Square footage of dwelling	Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Dwelling units		Thru Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of off-street parking spaces:

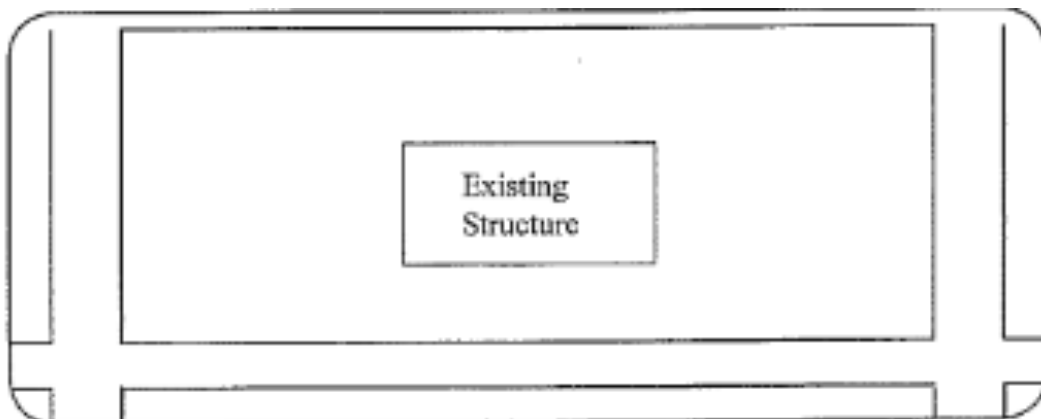
C) Location

Is the development within an overlay district? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the development in a flood hazard area? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the development within a watershed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the primary entrance face the street? <input type="checkbox"/> Yes <input type="checkbox"/> No
Land-disturb activities exceed 1 acre? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what is the street name? _____
Will there be new curb cuts or excavation in the right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire District: <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the distance from the foundation to the right of way? _____	

D) Structure Characteristics

Will the Structure have a Basement? <input type="checkbox"/> Yes <input type="checkbox"/> No Size (sq. ft.)	Will the Structure have a Carport or Garage? <input type="checkbox"/> Yes <input type="checkbox"/> No Size (sq. ft.)	Is the carport or garage within 50 ft. of the street it fronts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the garage or carport <input type="checkbox"/> Detached from dwelling <input type="checkbox"/> attached to dwelling	What is the finished floor height above grade at the front of the dwelling	
Does the garage or carport opening face the same street as the front door? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide the following: size of structure opening?	
Will the Structure be Sprinklered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Height of front façade from grade to eave (ft.)?	Length of front facade?
Water Service: <input type="checkbox"/> Public <input type="checkbox"/> Private	Sewer Service: <input type="checkbox"/> Public <input type="checkbox"/> Private	Electric Co.

Foundation Type:	Exterior Wall Covering:	Fireplace Type:	Structure Type:
<input type="checkbox"/> Slab	<input type="checkbox"/> Brick	<input type="checkbox"/> Masonry	<input type="checkbox"/> Principal
<input type="checkbox"/> Conventional crawlspace	<input type="checkbox"/> Siding	<input type="checkbox"/> Wood-burning prefabricated	<input type="checkbox"/> Accessory
<input type="checkbox"/> Pier	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Gas-burning prefabricated	<input type="checkbox"/> Both
<input type="checkbox"/> N/A		<input type="checkbox"/> None	<input type="checkbox"/> Temporary



7. Commercial Project Information**A) General Project Description**

Please provide a detailed description of your project (attach additional sheets if necessary).

B) Value and Size

Stated Value:		Value is the market value of the completed construction exclusive of land value, but inclusive of all normal development components, including foundations, structural, mechanical, electrical, plumbing, and related improvements.
Calculated Value:		Current Assessed Value of Existing Structure (from Cumberland County Tax Collector)
Land Area (sq. ft.):		Total Floor Area, entire structure (sq. ft.):
Height (ft./stories):		Square footage of suite/unit
No. of Suites/Units		Number of Buildings :

C). State & City Agency Approvals

Has the NC Department of Insurance approved the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has the NC Department of Labor approved the boiler?	Date:
Has the NC Department of Labor approved the elevator?	Date:
Is the development within an overlay district?	Is the development in a flood hazard area?
Is the development within a watershed?	Does the primary entrance face the street?
Land-disturb activities exceed 1 acre?	If so, what is the street name?
Will there be new curb cuts or excavation in the right-of-way?	What is the distance from the foundation to the right of way?

D). Conditions of Approval/Alternative Compliance

(please indicate if any of the following have been requested or have already been approved by the City)

<input type="checkbox"/> Variance	<input type="checkbox"/> Conditions of Approval	<input type="checkbox"/> Alternative Parking Plan	<input type="checkbox"/> In-lieu fee (specify type)
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Zero lot line (ZLL)	<input type="checkbox"/> Alternative Landscape Plan	
<input type="checkbox"/> Subdivision Waiver	<input type="checkbox"/> Sustainability bonus	<input type="checkbox"/> Security Plan Exemption	<input type="checkbox"/> Other:
<input type="checkbox"/> Property in HLO	<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> NC State Department of Health & Human Services Daycare classification	

Please describe, in your words, all conditions of approval or other forms of alternative compliance that you have requested, or that already apply to your project (attach additional sheets if necessary).

8. Applicant's Signature & Authorization

This is to certify that I am presently occupying or will occupy the structure listed in this building permit application or represent the person. I understand that I am responsible for all work performed.

	Signature of Applicant:
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9. Authorization to Issue Permit

	Signature of Building Inspector and Date:
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10. Submittal Requirement Checklist

(Submittals should include 2 copies of listed items, unless otherwise stated.)

<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the HLO
<input type="checkbox"/>	Application fee
<input type="checkbox"/>	Copies of prior development approval (e.g., site plan, final plat, use permit, etc.) (if applicable)
<input type="checkbox"/>	Two copies of a plot plan showing proposed addition or enlargement to existing building and depicting site dimensions, location and size of existing and proposed structures, distance to lot lines from all structures being constructed or altered, and location of all known easements (plot plans not required for new buildings that require site plans)
<input type="checkbox"/>	Copy of all documents from the Department of Health & Human Services classifying number of children, hours of operation, etc.
The following items shall be submitted, when applicable	
<input type="checkbox"/>	Two complete sets of construction drawings (architectural, mechanical, electrical, plumbing, structural, etc.) for new construction
<input type="checkbox"/>	Elevation drawings for all construction projects that include roof pitch, floor elevation(s) above grade, finish materials and scale
<input type="checkbox"/>	Foundation construction drawings (architectural, structural, etc.) new buildings or additions highlighting code requirements
<input type="checkbox"/>	Floor plan for new buildings, additions, or alterations with all spaces labeled showing windows and doors including detailed wall and building sections. In addition, plan must indicate exiting, door widths, and layout of use space.
<input type="checkbox"/>	Construction drawings for all decks and porches for residential buildings
<input type="checkbox"/>	Electrical permits required for adding/installing new circuits, upgrading electrical service, upgrading electrical wiring, relocating, and relocating meter base/panel box, etc.
<input type="checkbox"/>	Mechanical hood equipment plans when installing any fire suppression for cooking equipment.
<input type="checkbox"/>	Electrical plans when installing any fire suppression and fire alarms.
<input type="checkbox"/>	Electrical plans required for installing elevators or stair lifts
<input type="checkbox"/>	Mechanical/gas permits required for installation or replacement of any gas lines or gas appliances
<input type="checkbox"/>	Mechanical permits required for residential new/replacement of heat pumps, furnaces/boilers/ventilation systems/wood stoves, etc.
<input type="checkbox"/>	Mechanical permits required for commercial new/replacement of heat pumps, furnaces/boilers/ventilation systems/wood stoves, etc.
<input type="checkbox"/>	Plumbing permits required for connection to city water/sewer, replacement of water/sewer lines new/replacement plumbing fixtures, on-site water distribution or sewer collector lines, and replacement water/sewer lines
<input type="checkbox"/>	Any other information or permits identified by the city